



## Risk Assessment

<b>Activity: Transmission of COVID-19 during reopening of site.</b>		<b>Date Risk Assessment carried out: 22/09/2020</b>	<b>Review Date: 22/10/2021</b>
<b>Location:</b>	Whole site		
<b>Initial RA:</b>	28/05/2020	<b>Undertaken by:</b>	Sarah Hewitt
<b>Review Date:</b>	02/06/20 & 03/06/20	<b>Undertaken by:</b>	SHe, ABe
<b>Review Date:</b>	04/06/2020	<b>Undertaken by:</b>	H&S Task & Finish Group
<b>Review Date:</b>	16/09/2020	<b>Undertaken by:</b>	IWi, HCa, ABe SHe
<b>Review Date:</b>	27/01/21	<b>Undertaken by:</b>	H&S Committee
<b>Review Date:</b>	02/02/21 & 10/03/21	<b>Undertaken by:</b>	SHe, IWi
<b>Review Date:</b>	07/05/2021	<b>Undertaken by:</b>	IWi & SHe
<b>Review Date:</b>	24/05/2021	<b>Undertaken by:</b>	IWi & HCa
<b>Review Date:</b>	25/08/2021	<b>Undertaken by:</b>	IWi & SHe

REF NO	TASK / WORK / OPERATION	DO HAZARDS EXIST?	WHAT ARE THE HAZARDS?
01	Travelling to and from school	Y	Students unable to maintain social distancing measures and mixing of students on home to school transport / public transport.
02	Dropping off and collection of students	Y	a) Mixing of parents and carers / students and non-adherence of social distancing measures during the drop off and collection times b) Increased congestion in the car park c) Increased use of bikes/pedestrians on site
03	Arrival and departure of school staff	Y	Mixing of staff and non-adherence to social distancing measures during the arrival to and departure from school
04	Use of classroom space	Y	Unable to maintain social distancing measures in the classroom
05	Movement around the building	Y	Unable to maintain social distancing measures and mixing of students and staff whilst moving around the building
06	Curriculum Equipment and Organisation	Y	Higher risk of contamination if students and staff use shared equipment and resources. Gaps in learning due to self-isolation or school closure.
07	Use of shared adult spaces	Y	Higher risk of contamination if staff use shared spaces
08	Break / lunch times	Y	Mixing of students during break and lunch times and maintenance of social distancing measures
09	Provision of school meals	Y	Mixing of staff and students whilst providing school meals
10	Access to toilets and hand washing facilities	Y	Mixing of students/staff during visits to toilets and hand washing facilities.

<b>11</b>	Availability of staff and class sizes	Y	The number of staff who are available is lower than that required to teach classes in school and operate effective home learning.
<b>12</b>	First Aid / Designated Safeguarding Leads	Y	Lower number of trained first aiders/safeguarding leads on site.
<b>13</b>	Reception area	Y	Transmission of Coronavirus from groups of people, visitors, deliveries in the area, unable to maintain social distancing and people arriving with no appointment.
<b>14</b>	Managing symptomatic students and staff	Y	Risk of infecting students and staff if symptomatic students and staff are not managed in line with the guidance
<b>15</b>	Managing visitors and temporary staff	Y	Visitors do not adhere to social distancing measures put in place.
<b>16</b>	Contractors working on site	Y	Visitors do not adhere to social distancing measures put in place.
<b>17</b>	General Cleaning	Y	Cleaning – ineffective infection control and increased risk of infection
<b>18</b>	Cleaning following confirmed case of COVID-19	Y	Cleaning – ineffective infection control and increased risk of infection
<b>19</b>	Fire Evacuation	Y	Staff and students unfamiliar with revised fire evacuation routes with risk of contamination through close contact between student and staff groupings.
<b>20</b>	Staff Wellbeing	Y	Staff are unsettled by COVID situation
<b>21</b>	Student Wellbeing	Y	Students are unsettled by COVID situation
<b>22</b>	Governance and Policy Decisions	Y	Governors/ Trustees are not fully informed or involved in making key decisions
<b>23</b>	Educational Visits	Y	Transporting of students, staff and students mixing at location with members of the public.
<b>24</b>	Hirers	Y	Cross contamination before and after use.

Ref.	Hazard	Risk H/M/L	Persons at risk:	Actions we have taken	Revised risk H/M/L	Additional Control Measures
<b>1. Travelling to and from school</b>	Students unable to maintain social distancing measures on home to school/public transport	H	Students	<ul style="list-style-type: none"> <li>Advise students to follow DfE guidance</li> <li>School exit times have been staggered to avoid congestion on site. Staggered loading onto the school bus. All students to sanitise on exiting after period 5. Google questionnaire gives us lists of who boards buses to support communication.</li> </ul>	L	Communication with bus companies and students following 18 <sup>th</sup> August revised guidance
<b>2. Dropping off and collection of students</b>	Increased congestion in the car park. Increased use of bikes/pedestrians on site. Contaminated masks, unclean hands from transport.	H	Staff and Students	<ul style="list-style-type: none"> <li>Students to clean their hands-on arrival and use sanitiser throughout the day.</li> <li>Different entrance /exit points and registration areas for designated year groups of students. <ul style="list-style-type: none"> <li>The number of hygiene stations maximises entrances.</li> <li>Different entrances for different year groups.</li> <li>Late arrivals to use fingerprint scanner at reception. Timer to be used 8:40 – 9am</li> </ul> </li> <li>Students will be directed to their registration rooms and outdoor zone spaces from 8:25am</li> <li>Information will be shared with parents/carers to drop and collect students in walking distance of school to reduce congestion on site. Staff briefed and duty colleagues in place.</li> </ul>	L	Duties and access to be reassessed.
<b>3. Arrival and departure of school staff</b>	Mixing of staff and non-adherence to social distancing measures during the	H	Staff	<ul style="list-style-type: none"> <li>Sanitiser stations located at the biometric system in reception and B block.</li> <li>Staff must go through reception or B block in order to utilise the sanitising station available. Staff must use the biometric system to sign in and out and sanitise.</li> </ul>	L	Measures remain for all staff briefing and all staff training

	arrival to and departure from school					
<b>4. Use of classroom space</b>	<p>Unable to maintain social distancing measures in the classroom.</p> <p>Class movement between bubbles.</p>	H	Staff and Students	<ul style="list-style-type: none"> <li>• Windows to be opened as per briefing messages.</li> <li>• Different zones, dining, one way system in place, toilets, entry and exit points to minimise safety or health risks.</li> <li>• Hygiene station on entry and in each room used.</li> <li>• Wall mounted hand sanitiser units located in each classroom and lidded bins provided at entrance/exit points</li> <li>• Adults and students can choose to wear masks in the classroom.</li> <li>• PPE will be available for first aiders and staff members who need to support students if social distancing cannot be adhered too.</li> <li>• Large ventilated and distanced spaces may be used by year groups.</li> <li>• LFT home testing kits available to all staff and students for twice weekly tests.</li> </ul>	L	<p>Schools Operational Guidance doc 18/08/21</p> <p>School re-opening Sept. '21 operational guidance to staff</p>
<b>5. Movement around the buildings</b>		H	Staff and Students	<ul style="list-style-type: none"> <li>• Directional map to instruct one-way flow system between and within buildings.</li> <li>• Separate outside zones and separate times to use catering facilities distance large group movement around the site – duty staff asked to move any groups to their zones</li> <li>• Students who choose to bring a packed lunch join their group to eat at the allocated time</li> <li>• Regular cleaning of door handles and surfaces in communal areas.</li> <li>• Appropriate duty rota and levels of supervision.</li> </ul>	L	<p>Transient and time limited.</p> <p>Schools Operational Guidance doc 18/08/21</p> <p>School re-opening Sept. '21 operational guidance to staff</p>
<b>6. Curriculum equipment and organisation</b>	Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened.	H	Staff and Students	<ul style="list-style-type: none"> <li>• Staff to sanitise equipment and stationery using classroom wipes</li> <li>• Gaps in learning are assessed and addressed in teachers' planning.</li> <li>• Home and remote learning will take place should there be another part or full closure. Plans for intervention are in place for those pupils who have fallen behind in their learning</li> </ul>	L	<p>Normal resource use supported by sanitisation measures.</p> <p><a href="#">School re-opening Sept. '21 operational guidance to staff</a></p>

						Normal resource use supported by sanitisation measures and advisory distancing
<b>7. Use of shared adult spaces</b>	Guidelines removed nationally  <a href="#">Schools Operational Guidance doc 18/08/21</a>	H	Staff	<ul style="list-style-type: none"> <li>If staff bring in their own food if this should require heating or additional preparation in staff room areas, then this needs to be done in compliance with hygiene recommendations. Must be wiped down afterwards.</li> <li>Staff advised to remain two meters apart wherever possible</li> </ul>	L	<a href="#">School re-opening Sept. '21 operational guidance to staff</a>
<b>8. Break / lunch times</b>	Mixing of students during break and lunch times and maintenance of social distancing measures	H	Staff and Students	<ul style="list-style-type: none"> <li>Break and lunch times to be zoned.</li> <li>Students to clean their hands regularly including when they return from breaks and when they change rooms and before and after eating.</li> <li>Adequate supervision afforded at all times -see rota</li> </ul>	L	Red line to be repainted on the fence.  "Snack Shack" used to maintain bubbles at lunchtime while providing a hot food option.
<b>9.Provision of school meals</b>	Mixing of staff and students whilst providing school meals	H	Students	<ul style="list-style-type: none"> <li>Students will eat lunch within their designated zone and time</li> <li>Food preparation hygiene practices followed.</li> </ul>	L	
<b>10. Access to toilets and hand washing facilities</b>	Mixing of students/staff during visits to toilets and hand washing facilities	H	Staff and Students	<ul style="list-style-type: none"> <li>Each block benefits from its own toilet facilities. Students should only use designated toilets in their designated area to ensure there is no overcrowding.</li> <li>Toilets are supervised at breaktimes and lunchtimes</li> <li>Antibacterial hand washing soap available in all the hand washing areas.</li> </ul>	L	

<b>11. Availability of staff and class sizes</b>	The number of staff who are available is lower than that required to teach classes in school and operate effective home learning.	H	Staff and Students	<ul style="list-style-type: none"> <li>• Staff are encouraged to attend vaccination appointments</li> <li>• LFT available twice weekly for all staff and students – aids staff deployment</li> <li>• A blended model of home learning and attendance at school is utilised if staffing levels are significantly reduced</li> <li>• TPA and L-M will stay up to date on the situation with staff guidelines in place.</li> <li>• Available individual RA plans for those deemed as clinically vulnerable (not critically) and staff who are BAME where additional support outside of the whole school RA is required.</li> <li>• If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss or, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to have a PCR test to be undertaken to see if they have coronavirus (COVID-19).</li> </ul>	M	
<b>12. First aid/ Designated Safeguarding Leads</b>	The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk.	H	Staff	<p>A programme for training additional staff is in place.</p> <p>Careful monitoring of staff daily attendance: A common sense approach should be undertaken with regards to first aid and department first aiders should be utilised.</p> <ul style="list-style-type: none"> <li>• First Aiders complete medical assessments on suspected COVID – 19 cases in school, staff must wear the correct PPE (masks, gloves and aprons)</li> </ul> <p>Parents contacted and data recorded in a centrally held spreadsheet.</p>	L	<p>Normal use supported by sanitisation measures.</p> <p><a href="#">School re-opening Sept. '21 operational guidance to staff</a></p>
<b>13. Reception Area</b>	Groups of people gathered in reception	M	Staff, Students and visitors	<ul style="list-style-type: none"> <li>• Sanitisers are in place</li> <li>• Face coverings/visors can be worn and screens in place</li> <li>• Communication to parents about the non-essential visits to school highlighting other means of communication.</li> <li>• Electronic controlled access door at Reception, provides stricter access control.</li> </ul>	L	

				<ul style="list-style-type: none"> <li>LFT home testing kits available to all staff and students for twice weekly tests.</li> </ul>		
<b>14. Managing symptomatic students and staff</b>	Risk of infecting students and staff if symptomatic students and staff are not managed in line with the guidance	H	Staff and Students	<ul style="list-style-type: none"> <li>Staff, students and parents reminded about the government guidance when symptoms apparent School protocol in place If staff or students become unwell with a new, continuous cough, loss of taste or smell or a high temperature and is set out in COVID – 19 processes. Relevant staff trained in processes.</li> <li>If a child is awaiting collection move them to the designated holding area outside.</li> <li>Digital thermometer available for First Aid staff.</li> <li>If a student needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products after use.</li> <li>PPE should be worn by staff caring for the student while they await collection, if a distance of 2 meters cannot be maintained (such as for a very young child or a child with complex needs).</li> <li>If a member of staff has helped someone who was unwell with a new, continuous cough, loss of smell or taste or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</li> <li>Clean the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>LFT home testing kits available to all staff and students for twice weekly tests.</li> </ul>	L	
<b>15. Managing visitors and temporary staff</b>	Visitors do not adhere to social distancing measures put in place	H	Staff, Visitors	<ul style="list-style-type: none"> <li>Parents encouraged to contact the school via email or telephone.</li> <li>Visitors enter and exit the school site through the Reception entrance. Visitors will be asked to wait at a designated point and cannot approach the reception desk. Only those with appointments will be admitted.</li> <li>Visitors will be asked to use sanitiser upon arrival.</li> </ul>	L	



				<ul style="list-style-type: none"> <li>• Reception staff to maintain visitor record completing the manual. (Including contact details for Track and Trace measures)</li> <li>• Limit the number of visitors at any one time - make arrangements at reception to keep staff and visitors distanced, screens in place on reception.</li> <li>• Safeguarding leaflet updated to include COVID – 19 procedures</li> </ul>		
<b>16. Contractor s working on site</b>	Contractors do not adhere to social distancing measures put in place	H	Visitors	<ul style="list-style-type: none"> <li>• Works to only take place if social distancing permits.</li> <li>• Contractors informed of school provisions on site which must be adhered to at all times.</li> </ul>	L	
<b>17. General Cleaning</b>	Cleaning - ineffective infection control and increased risk of infection	H	Staff and students	<ul style="list-style-type: none"> <li>• Clear cleaning regimes in place, to include: Cleaning of doors, toilet handles and surfaces in communal areas regularly.</li> <li>• Classrooms to be cleaned at the end of every day.</li> <li>• Additional daytime cleaning staff employed.</li> <li>• Spaces are well ventilated using natural ventilation (opening windows)</li> <li>• Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.</li> <li>• LFT home testing kits available to all staff and students for twice weekly tests.</li> </ul>	L	
<b>18. Cleaning following confirmed case of COVID-19</b>	Cleaning - ineffective infection control and increased risk of infection	H	Staff and students	<ul style="list-style-type: none"> <li>• Waste should be put in a plastic rubbish bag and tied when full. The plastic bag should be placed in a second bin bag and tied.</li> <li>• It should be stored in a suitable and secure place, marked (including details of date and time) for storage until the individuals test results are known.</li> <li>• It should be stored safely and kept away from students. Waste should not be placed in general waste until a negative test result is known or that the waste has been stored for at least 72 hours.</li> </ul>	L	
<b>19. Fire Evacuation</b>	Staff and students unfamiliar with revised fire evacuation routes	H	Staff, students , visitors.	<ul style="list-style-type: none"> <li>• The fire alarm is zoned, allowing only the affected building to evacuate to the building check point (tennis courts), whilst a building check is completed.</li> <li>• Induction for staff and students returning to school to include briefing on new fire evacuation plans including partial and full evacuation.</li> </ul>	L	Reminder shared with all staff, via training on 10 <sup>th</sup> June 2021.

				<ul style="list-style-type: none"> <li>If full evacuation triggered students to assemble on school field in their designated student bubbles, social distance to be maintained</li> </ul>		
<b>20. Staff Wellbeing</b>	Staff are unsettled by the COVID-19 situation	H	Staff	<ul style="list-style-type: none"> <li>Counselling support available through unions and school</li> <li>Staff handbook available on Teams, induction and CPD programmes in operation</li> <li>Individual risk assessments for staff identified as clinically vulnerable available.</li> <li>School Chaplain, Rev. North, available to speak with staff members.</li> <li>Staff encouraged to take a break in their own classrooms, offices and environment and for during break and lunch.</li> <li>Resources and support shared with staff via Headteacher communications</li> <li>School calendar assessed for safety with some meetings moved to electronic eg briefing</li> </ul>	L	<p>Normal resource use supported by sanitisation measures.</p> <p><a href="#">School re-opening Sept. '21 operational guidance to staff</a></p>
<b>21. Student Wellbeing</b>	Students are unsettled by the COVID -19 situation	H	Students	<ul style="list-style-type: none"> <li>Wellbeing resources shared with all students via school comms and on the school website under Summer Information.</li> <li>Sanctuary space staffed throughout the day</li> <li>A plan is in place for pastoral/ career information to be available</li> <li>Behaviour policy appendix references student wellbeing and transition. Bishops' Expected Standards reflect this.</li> <li>Regular transition and admission information available through the school website</li> </ul>	L	
<b>22. Governance and Policy</b>	Governors/ Trustees are not fully informed or involved in making key decisions	H		<ul style="list-style-type: none"> <li>Online meetings are held regularly with governors.</li> <li>Governors are briefed regularly on the latest government guidance and its implications for the school.</li> <li>Governors are aware of liabilities and can comment and change the Trust's COVID-19 Risk Assessment.</li> <li>Regular updates to all stakeholders when government guidance changes through H.T and National Governors Association</li> </ul>	L	
<b>23. Educational Visits</b>	Mixing with members of the public from different areas	H	Staff and students	<ul style="list-style-type: none"> <li>Educational visits restricted to only necessary trips that are part of the curriculum courses.</li> <li>Prior approval of trip gained from the Headteacher.</li> <li>Educational Visits Risk Assessment undertaken.</li> </ul>	L	

<b>24. Hirers</b>	Hirers crossing with school bubbles and areas.  Uncleaned/unsanitised areas before and after use.	H	Staff and students	<ul style="list-style-type: none"> <li>• Hirers to provide a copy of their own risk assessment.</li> <li>• All areas cleaned twice daily in line with guidance.</li> <li>• Areas available to hirers are restricted to minimum required</li> <li>• Areas for different hirers are separated.</li> <li>• No parents permitted to collect from inside the building, drop off and collection points are located outside.</li> <li>• Hirers can contact the caretaker via the caretaker’s mobile phone to locate them on site. Contact number passed to all hirers.</li> <li>• For hirers using the sports area, the timer has been amended to allow them access to the area at required times.</li> </ul>	L	
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**Signed: Sarah Hewitt**  
**Dated: 28<sup>th</sup> May 2020 – review schedule as per top of document.**

**Reviewed by:**  
**Sarah Hewitt**  
**Dated: 10<sup>th</sup> March 2021**

**Reviewed by:**  
**Health & Safety Task & Finish Group**  
**Dated: 2<sup>nd</sup> June 2020**

**Reviewed by:**  
**Ian Wilson & Sarah Hewitt**  
**Dated: 7<sup>th</sup> May 2021**

**Reviewed by:**  
**Business Manager – Alison Beasley**  
**Dated: 3<sup>rd</sup> June 2020**

**Reviewed by:**  
**Ian Wilson, Helen Cairns and Sarah Hewitt**  
**Dated: 27<sup>th</sup> August 2021**

**Reviewed by:**  
**Health & Safety Task & Finish Group**  
**Dated: 4<sup>th</sup> June 2020**

**Reviewed by:**  
**SLT 16<sup>th</sup> July, 22 Sept 2020 for website publication**

**Reviewed by:**  
**SLT 16<sup>th</sup> September 2020**

**Reviewed by:**  
**Ian Wilson & Sarah Hewitt**  
**Dated: 3<sup>rd</sup> February 2021**